

# MINUTES

## Prospect Ridge Academy

2555, Preble Creek Parkway, Broomfield, CO 80023

*January 11, 2018 15:30 p.m.*

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### In Attendance

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**Board Members:** Adam DiGiacomo, Bret Fund, Julia Guynn, Kevin Jenkins, Lena Lucas, Cameron Mascoll, Steve Perruzza, April Wilkin

**Board Members Not Present:** Susan January, Todd Stockard

**Quorum Present?** Yes.

**Others Present:** Krista Hwang, Nikki Thygesen, Hunter Drake, Thomas Dilts, Erin Hoffner, Naomi Boyer, Kera Pratt, Anne Blackburn, Tiffany Painter, Cathy Wagner, Veronica Nelson, Steve Thygesen

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### Call to Order

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Call to Order at 5:30 pm

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### Approval of Agenda

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**MOTION** to approve Agenda as written.

- Approved unanimously.

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### Public Comment

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No.

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### Consent Agenda

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1. Minutes from December 7, 2017 and December 12, 2017.

**MOTION** to approve Consent Agenda.

- Approved unanimously.

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### Policy/Bylaw Report

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**Fund.** Policy/Bylaw Report.

Review of 16 Board of Director guidelines from Board Code of Conduct.

Suggested to update BOD manual continuing education requirements per revised CDE requirements and that we have a more formal evaluation annually.

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### Department's Report (Hwang/Thygesen/Nelson/Wagner/Painter)

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3<sup>rd</sup> Grade Report

New Process to team teach this year. Paired teachers for 50 students. Advantages to pull strategies into cross curricular subject areas. Also able to look at a larger cohort to see data points. Key year for social development, able to have a better relationship with the kids and know more of what is going on. This will also enable students to transition to additional teachers in future years. Social studies and science every day instead of every few days. Allows teachers to specialize in content areas and have better classroom management.

#### Music Department:

Elementary - 588 students.

Secondary – 130 students.

Performed at Flatirons Mall.

Presented at All State Choir and Band.

HS Participated with Rocky Mountain Choir Festival with other schools.

Symphony orchestra performed for first time this fall.

Honk Jr – MS Musical in November.

Once on the Island – HS Musical coming up in April.

#### Art Department:

Elementary Art – preparing for art show and art fundraiser, slideshow of representations for each grade.

MS/ HS Art – Review of classes and slides of representations.

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### Principal's Report (Wilkin/DiGiacomo)

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#### Kudos:

- APs for all the work they are doing around data.
- HS Cheer team for making national competition in Florida.
- Students and Staff for wrapping up last semester with final exams in December.

#### New Business:

- Positive Office Referrals – ES invited those students to a celebration breakfast (Bagels); plan to do this quarterly in the future.
- Used to do 5<sup>th</sup> grade interviews with students but switched to lunch with 10-12 at a time, more informal and kids feel more comfortable.
- Mr. T talked to all 5<sup>th</sup> graders this week to answer questions about MS.
- Enrollment Update – comparison with last year, very similar lottery numbers (517 vs 538).
- Added Elementary tours during school day; Secondary has shadow days for prospective students (2 class periods).
- Colorado League of Charter Schools President, Ben Lindquist – spent half a day in December @ PRA.

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### Assistant Principal's Discipline Report (Blackburn/Thygesen/Pratt)

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- Review of ES Referrals by Teacher, Grade, Type and Day of the Week.
  - How can we help safely problem solve when conflict arises?
  - What areas throughout the day and the building are our main points of focus?
    - Bathrooms, hallways, playground.
  - Collaboration with recess/lunch staff to help ensure consistency and appropriate accountability.

#### Action Items:

Whole school class meetings of problem solving together.

MESA students have opportunity to be recognized for positive behavior/choices.

Hi-lighting students who demonstrate the PRA way.

Weekly or monthly staff recognition for role modeling/demonstrating the PRA way.

Student body taking more of a leadership role in running/organizing our monthly character assemblies.

Review of MS Referrals by Subject, Teacher, Month, Days of the Week and Type of Infraction.

Good relationships with teachers, counselors and students.

Recent Strategies/Focus Points:

Playground changes – explicit instructions.

Access/Character – how to manage unstructured time.

More positive recognition.

K-12 expectations manual.

Review of HS Referrals by Month, Issue, Gender, Location, Days of Suspensions, Teacher, Students with Repeat Referrals, Positive Referrals by Grade, Month and Gender.

Review of dress code and cell phone violations.

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## Business Manager Update (Mascoll)

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Kudos:

- T. Aragon depositing money (Cash) into bank, very time consuming.
- N. Beck and R. Hernandez –HR changes in December and again in February. A lot of data entry to stay up to speed.

New Business:

- Closing out year with W2s, 1099s.
- Will move on to focus on fee collection policy. Approximately \$70,000-\$80,000 of uncollected fees from current students/families.

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## (Sub)Committee Reports

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Athletic Subcommittee (Perruzza):

- MS Surveys done; HS Survey prepared and will be sent to students soon.
- Will review with Ellie then present results to Board.

Community Outreach Subcommittee (Lucas):

- A Precious Child January monthly family service events.
- Staff Appreciation Week coming up February 5<sup>th</sup>-9<sup>th</sup>.

Curriculum Subcommittee (DIGIacomo):

- Did not meet in January but will meet next month.

Facilities Subcommittee (Jenkins):

- Signed contracts within budget.
- Kudos to Adam, April and Cameron.
- Permits in hand for part and waiting for one on track (should receive Monday).
- Meeting weekly with architects, contractors and facilities team.

#### Finance Committee (Stockard):

- Met in December, reviewed revised budget in depth.
- Will focus on the new 5 year budget.
- Planning on meeting with Fundraising to review goals for next 5 years.

#### Fundraising Subcommittee (Perruzza):

- Review of current budget.
- Looking for corporate sponsors and a wine sponsor for the Gala.
- Adding in a jewelry table at the Gala.
- Will be meeting with Boosters to discuss team fundraising. Currently teams following superintendent policy. Want to make sure corporate sponsors policy is cohesive and uniform.

#### Governance Committee (Guynn):

- Did not meet in December, will meet at the end of this month.
- Call for Board Members will go out soon. 3 open positions (Guynn, Perruzza, Fund).
- Review what committees we would like for next year and potential members at February board meeting.

#### Hiring Subcommittee (Wilkin):

- Met in December and January.
- Have reviewed application and phone screen template.
- Reviewed character traits of ideal candidate for PRA: approachable, flexible, diligent, passionate and creative.

#### School Accountability Committee (Fund):

- Student and Staff survey reviews.
- UIP submitted and review of Executive Summary, priority performance challenges.
- Parent survey will remain unchanged.
- Student survey – will shift to students sending to teachers so that they can see their own student's input.
- Staff survey – will review in February meeting.

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### Old Business

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1. Facilities Total Project (GMP) Update.

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### New Business

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1. HS Dress Code Proposal – HS Student Council (Thomas Dilts; Hunter Drake).
  - a. Proposed Dress Code Revisions.
  - b. Motivation: Building the PRA Community.
  - c. Objectives:
    - i. Easier to enforce
    - ii. Gender neutral
    - iii. Fostering responsibility
  - d. Proposed pilot period – Spring 2018.
  - e. Assessment of new policy – review of level of infractions.
  - f. Fall 2018-19 Final Implementation with any needed updates.
  - g. Measurable – how would we determine if the pilot period is successful?
  - h. BOD asked questions – Student Council to go back to address these questions and follow up at a future board meeting.
2. Discipline Update – APs. Covered above.

3. 18-19 School Calendar – Review and Discussion.

MOTION to approve calendar subject to final review and updates by Principals.

Approved Unanimously.

4. Mid-Year Principal Reports – Review.

5. Board Education & Training.

a. On Boarding Process.

b. Professional Development for Board Members.

i. Board Modules – President to Track if completed by each Board Member.

ii. Suggest we review one module together as a group on an annual or semi-annual basis.

iii. Next meeting - discuss subcommittees and how to mentor new board members.

**EXECUTIVE SESSION.**

**MOTION** to enter into Executive Session to discuss matters related to *personnel* pursuant to C.R.S. 24-6-402(4)(f)(I&II). Approved unanimously.

Entered Executive Session – 9:42 pm.

Executive Session Recorded.

Exited Executive Session – 10:06 pm.

**MOTION** to approve the hiring of the following individuals as recommended by the Hiring Subcommittee and Administration and discussed in Executive Session:

<b>Personnel:</b>	<b>Position:</b>
Michael Storer	Varsity HS Football Coach
Christie Cutshall	K5 Technology Teacher

Approved Unanimously.

**Adjourned**

**MOTION** to adjourn meeting. Approved unanimously.

Meeting adjourned at 10:07 pm.